

# SurveyTracker Email Web

How to upload a web form  
that creates an email





To begin, either

- ☐ Create a survey project
- ☒ Select a survey project below:

#	PROJECT DESCRIPTION	START DATE	ENDING DATE	STATUS	TYPE OF SURVEY	RESPONDENT LIST STATUS	DISTRIBUTED
1	ABC Company Project	11/05/02	01/30/04	OFFLINE	REG	150 of 150	YES
2	ABC Standard 360 Example	NOT SET	NOT SET	OFFLINE	REG	176 of 176	YES
3	CPO	NOT SET	NOT SET	OFFLINE	REG	1 of 5	YES
4	Palms Inn Customer Satisfaction	01/01/03	02/21/03	OFFLINE	REG	166 of 176	YES
5	test project	NOT SET	NOT SET	OFFLINE	REG	14 of 14	YES



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4	Palms Inn Customer Satisfaction	01/01/03	02/21/03	OFFLINE	REG	166 of 176	YES
5	test project	NOT SET	NOT SET	OFFLINE	REG	14 of 14	YES

## Define a new distribution using one of the following methods.

\* You may repeat this process to distribute a survey using multiple methods.



Paper



Disk



Web



E-Mail

## Modify or review existing distributions

DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

Progress:



Delete

Rename

**Define a new distribution using one of the following methods.**

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Paper



Disk



Web



E-Mail

**Modify or review existing distributions**

DISTRIBUTION NAME	TYPE	STATUS
CPAC Awards (web-data)	Web	Step 6
CPAC Awards (web-email)	Web	Step 3

**Progress:**Set  
OptionsWelcome/  
Thank YouGenerate  
FilesSelect  
SampleCreate  
MessageSend  
Message

Delete

Rename

## Define Web Survey Settings and Paths/URLs

## Survey Options

Response Options

Real-Time-Report

## Operating system of web server

☒ Windows NT / 2000 / XP☐ Unix / Linux / Other

## Response Options

☒ Return each survey via e-mail

E-mail Address:

bridget.brophy@benning.army.mil,albert.

☐ Store responses in a data file on the server

## Type of scripting system

☐ Perl☒ ASP☐ ColdFusion

ASP mailer program:

☒ NewMail☐ ASPMail

\* You may need to consult with your web administrator for the settings above.

## Define Web Survey Settings and Paths/URLs

## Survey/Script URL Addresses

Survey URL:

Example: <http://www.abc.com/surveys/mysurvey.htm>  
(include filename i.e.: mysurvey.htm)

Script URL:

Example: [/cgi-bin/](#) or <http://www.abc.com/cgi-bin/>  
(filename not necessary, uses same name from above)

## Survey/Script Directories (on web server)

HTML directory (full path where files will be published)

Example: [c:\inetpub\wwwroot\surveys\](#)

Script directory (full path where script will be published)

Example: [c:\inetpub\scripts\](#)

Read/write access directory for data (full path)

Example: [c:\inetpub\surveydata\](#)

*\* You may need to consult with your web administrator for the settings above.*

## Define Web Survey Settings and Paths/URLs

## Verify Current Settings

## Current Web Distribution Settings:

Server Type: Windows

Responses: Returned via E-Mail to

bridget.brophy@benning.army.mil,albert.algood@benning.army.mil,kevin.fifield@benning.army.mil

Script Type: ASP

ASP Mailer: NewMail (CDONTS)

Survey URL: http://www.infantry.army.mil/surveys/CPO/awards\_email.htm

Script URL: http://www.infantry.army.mil/surveys/CPO/awards\_email.asp

Survey Directory: F:\wwwroot\surveys\CPO\

Script Directory: F:\wwwroot\surveys\CPO\

Print

\* You may need to consult with your web administrator for the settings above.



## Create Welcome and Thank You Messages

☒ Include Welcome Message

Welcome Message

   **B** *I* U       $x^2$   $x_2$      Arial 10 Mail Merge

Welcome

☒ Include Thank You Message

Thank You Message

   **B** *I* U       $x^2$   $x_2$      Arial 10 Mail Merge

Thanks

## Create Web Survey Files

## Files To Create

- ☒ HTML Files  
☒ Images Used  
☒ Script Files

[Preview](#)

## Method Of Transfer

- ☐ Disk  
☐ LAN  
☒ FTP

FTP Server: ☐ Anonymous

User Name:

Password:

[Connect](#)Current Directory: [Create Files](#)[Change Dir](#)[Back](#)[Create Dir](#)[Delete](#)[Rename File](#)[View File](#)

File Name

Date

Time

File Size

## Create Web Survey Files

## Files To Create

- ☒ HTML Files
- ☒ Images Used
- ☒ Script Files

Preview

## Method Of Transfer

- ☐ Disk
- ☐ LAN
- ☐ FTP

FTP Server: ftp.benning.army.mil

☐ Anonymous

User Name:

dotftp

Password:

xxxxxxxx

Disconnect

Current Directory:

/

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/30/2004	02:11PM	<DIR>
CMDGRPFTP	06/09/2004	04:34PM	<DIR>
conference	03/12/2004	03:46PM	<DIR>
dbbl	01/05/2004	03:16PM	<DIR>
DCAFTP	08/02/2004	11:02AM	<DIR>
dcdbcd	08/30/2004	01:31PM	<DIR>
dcdcaid	08/23/2004	09:45AM	<DIR>
dcdesdd	09/02/2004	08:54AM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>
dcdsad	08/19/2004	11:20AM	<DIR>
dcdsd	08/16/2004	12:28PM	<DIR>
dcdtemo	07/27/2004	03:38PM	<DIR>
Docftp	05/28/2004	11:12AM	<DIR>
DOT	06/25/2004	02:10PM	<DIR>
DOT_Pubs	01/08/2004	01:33PM	<DIR>
dotftp	12/10/2003	04:50PM	<DIR>
dps	11/15/2002	01:53PM	<DIR>
EO	10/09/2003	08:14AM	<DIR>
EOD	02/11/2003	08:49PM	<DIR>
freedom	11/15/2002	01:53PM	<DIR>

&lt; Back

Continue &gt;

## Create Web Survey Files

### Files To Create

- ☒ HTML Files
- ☒ Images Used
- ☒ Script Files

Preview

### Method Of Transfer

- ☐ Disk
- ☐ LAN
- ☐ FTP

FTP Server: ftp.benning.army.mil

☐ Anonymous

User Name:

dotftp

Password:

xxxxxxxx

Disconnect

Current Directory:

/

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
17ASOSftp	07/21/2004	02:51PM	<DIR>
ARIFTP	08/27/2004	08:55AM	<DIR>
atex02jvb	04/01/2003	01:35PM	<DIR>
BCTBftp	07/11/2003	06:42AM	<DIR>
BOLCftp	11/15/2002	12:36PM	<DIR>
CATD	01/20/2004	02:11PM	<DIR>
CMDGRPFPT			<DIR>
conference			<DIR>
dbbl			<DIR>
DCAFTP			<DIR>
dcdbcd			<DIR>
dcdcaid			<DIR>
dcdesdd	09/02/2004	08:54AM	<DIR>
dcdfd	08/12/2004	11:03AM	<DIR>
dcdhq	01/14/2004	04:20PM	<DIR>
dcdmsd	08/26/2004	11:00AM	<DIR>
dcdsad	08/19/2004	11:20AM	<DIR>
dcdsd	08/16/2004	12:28PM	<DIR>
dcdtemo	07/27/2004	03:38PM	<DIR>
Docftp	05/28/2004	11:12AM	<DIR>
DOT	06/25/2004	02:10PM	<DIR>
DOT_Pubs	01/08/2004	01:33PM	<DIR>
dotftp	12/10/2003	04:50PM	<DIR>
dps	11/15/2002	01:53PM	<DIR>
EO	10/09/2003	08:14AM	<DIR>
EOD	02/11/2003	08:49PM	<DIR>
freedom	11/15/2002	01:53PM	<DIR>

### Change Directory

New Directory /dotsurveys

OK

Cancel

< Back

Continue >

## Create Web Survey Files

## Files To Create

- ☒ HTML Files  
☒ Images Used  
☒ Script Files

## Method Of Transfer

- ☐ Disk  
☐ LAN  
☐ FTP

FTP Server: ☐ Anonymous

User Name:

Password:

Current Directory: 

File Name	Date	Time	File Size
..			<DIR>
CPO	08/31/2004	12:05PM	<DIR>
data	09/01/2004	06:43PM	<DIR>
name	08/31/2004	02:02PM	<DIR>

## Change Directory

New Directory

## Create Web Survey Files

## Files To Create

- ☒ HTML Files
- ☒ Images Used
- ☒ Script Files

Preview

## Method Of Transfer

- ☐ Disk
- ☐ LAN
- ☐ FTP

FTP Server: ftp.benning.army.mil

☐ Anonymous

User Name:

dotftp

Password:

xxxxxxxx

Disconnect

Current Directory: /dotsurveys/CPD

Create Files

Change Dir

Back

Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size
..			<DIR>
awards_data.asp	08/31/2004	12:05PM	47,347 bytes
awards_data.htm	08/31/2004	12:05PM	3,946 bytes
awards_data.qst	08/31/2004	12:05PM	2,291 bytes
awards_data1.htm	08/31/2004	12:05PM	55,232 bytes
awards_data2.htm	08/31/2004	12:05PM	46,331 bytes
awards_data_ty.htm	08/31/2004	12:05PM	460 bytes
awards_email.asp	08/31/2004	11:06AM	46,873 bytes
awards_email.htm	08/31/2004	11:06AM	3,951 bytes
awards_email.qst	08/31/2004	11:06AM	2,190 bytes
awards_email1.htm	08/31/2004	11:06AM	55,236 bytes
awards_email2.htm	08/31/2004	11:06AM	46,333 bytes
awards_email_ty.htm	08/31/2004	11:06AM	460 bytes

## Create Web Survey Files

### Files To Create

- ☒ HTML Files  
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Preview

### Method Of Transfer

- ☐ Disk  
☐ LAN  
☒ FTP

FTP Server: ftp.benning.army.mil

☐ Anonymous

User Name:

dotftp

Password:

xxxxxxx

Connect

Current Directory:

/

Create Files

Change Dir

Back

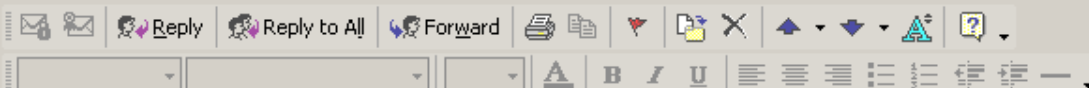
Create Dir

Delete

Rename File

View File

File Name	Date	Time	File Size



Extra line breaks in this message were removed. To restore, click here.

From: someone@143.84.173.2  
To: bridget.brophy@benning.army.mil; albert.algood@benning.army.mil; kevin.fifield@benning.army.mil  
Cc:  
Subject: SURVEY.CPO.D.164D9CE9-7187-49EE-B664AEEB272ED3C8

Sent: Thu 9/2/2004 9:09 AM

==== ENVIRONMENT DATA ====

FILE =

HTMLFILEPATH = F:\wwwroot\surveys\CPO\

DOCPATH = /surveys/CPO

PATH\_INFO = /surveys/CPO/awards\_email.asp

PATH\_TRANSLATED = F:\wwwroot\surveys\CPO\awards\_email.asp

SCRIPT\_NAME = /surveys/CPO/awards\_email.asp

SERVER\_NAME = [www.infantry.army.mil](http://www.infantry.army.mil)

REMOTE\_HOST = 143.84.173.2

REMOTE\_ADDR = 143.84.173.2

SECURITY\_ID =

PROJECT\_TITLE = CPO

==== SURVEY - CPO ====

ID\_Q1\_S1\_1 >> 4

ID\_Q3\_S1\_3 >> 1

ID\_Q6\_S1\_C1\_10 >> 3

ID\_Q6\_S1\_C2\_11 >> 3

ID\_Q6\_S1\_C3\_12 >> 3

ID\_Q6\_S1\_C4\_13 >> 3

ID\_Q6\_S1\_C5\_14 >> 3

ID\_Q6\_S1\_C6\_15 >> 3

ID\_Q6\_S1\_C7\_16 >> 3

ID\_Q2\_S1\_2 >> 2

ID\_Q8\_S1\_18 >>

ID\_Q7\_S1\_17 >> Use it only when an employee truly deserves it. ID\_Q4\_S1\_4 >> 7 ID\_Q5\_S1\_C1\_5 >> 1 ID\_Q5\_S1\_C2\_6 >> 1 ID\_Q5\_S1\_C3\_7 >> 1 ID\_Q5\_S1\_C4\_8 >> 1 ID\_Q5\_S1\_C5\_9 >> 1

==== SURVEY END ====